

ASSESSMENT REVIEW & COMPLAINT PROCEDURES

PLEASE NOTE THAT THE AMOUNT OF YOUR ASSESSMENT OR PROPERTY TAXES CAN NOT BE INCREASED BECAUSE YOU CHOOSE TO FILE A GRIEVANCE.

NEITHER THE ASSESSOR NOR THE BOARD OF REVIEW CAN RAISE AN ASSESSMENT SHOWN ON THE TENTATIVE ASSESSMENT ROLL FOR THIS REASON.

1, REVIEW THE ASSESSMENT RECORDS FOR YOUR PROPERTY

The first step in the process is to review the data the Assessor's Office has on file for your property. You should review the property record card for your property. The information on the card is used to arrive at a value for your property. If this information is incorrect, it may have an effect on your assessment. You should bring any discrepancies to the attention of the Assessor.

2, NEIGHBORHOOD ANALYSIS

The next step in the process would be to compare your assessment to other **comparable** properties. You can review the assessment on line or in the Assessor's Office. The roll is available on-line on the town's website. When comparing assessments, you should take in account differences between houses, these differences would include the size of the home, acreage, condition, quality of construction and number of bedrooms, baths and other amenities.

3, REVIEW OF RECENT ARMS-LENGTH SALES

In order to determine if your property is fairly assessed, you need to have an idea of the market value of your property. The assessor's office has record of all sales of properties in the town. You should find sales of properties similar to yours. You should only review valid arms-length sales of **comparable** properties. Sales between relatives, tax sales, bank foreclosures and estate sales **are not considered valid and reliable sales**.

4, TALK TO THE ASSESSOR

If you have any questions about your assessment or the information on record for your property you should talk to the Assessor. The assessor will also be able to tell you what factors went into determining your assessment.

5, FILE A GRIEVANCE APPLICATION

If after reviewing all the above information, and talking to the Assessor, you do not feel that your assessment is fair, you may file a Grievance Application with the Board of Assessment Review. You may obtain the application after May 1 from the Assessor's Office. **The completed form and any supporting documentation must be submitted to the Assessor's office by Grievance Day. A Board of Assessment Review appointed by the Town Board will review all Grievance Applications whether you appear before them or not.**

6, FILE A SMALL CLAIM APPLICATION

If you are not satisfied with the decision of the Board of Assessment Review, you may file a Small Claim Application with the Ulster County Clerk. The application must be filed by August 1. You may only file a Small Claim Application on residential property. If you own income producing property or vacant land you would need to contact an attorney and file an Article 7 Application.

PRESS RELEASE

ISSUED BY - ASSESSORS OFFICE – TOWN OF ROCHESTER
DATE - MARCH 26, 2022
CONTACT - JEREMY BARACCA – 845-626-0920

Assessors in Ulster County have been contacted by property owners who have received letters from companies regarding their assessments. These companies are offering to assist property owners in reducing their assessments and taxes. These companies will collect a fee if they are successful in having the property owner's assessment reduced. In many cases the taxes and assessment information indicated in the letter may not be correct. We have also seen instances where the inventory that these consultants are basing their information is incorrect.

If a property owner has any questions regarding their assessment, we encourage property owners to contact their assessor prior to entering into any agreements with any consultants. We can review the inventory we have on file for your property and answer any questions you may have regarding your assessment. If there is a reduction in your assessment, you will see the full benefits of any tax savings and you do not need to share any savings with any consultant.

If you do have questions regarding your assessment you should contact your local assessor prior to the end of April.